

Kentucky School Based Administrative Claiming (SBAC)

Participant List Template Instructions

PARTICIPANT LIST

Use the "[Participant List Template](#)" Excel file to enter the Participants for the Random Moment Time Study for your school district.

Make sure NOT to rename headings or move the columns from their locations.

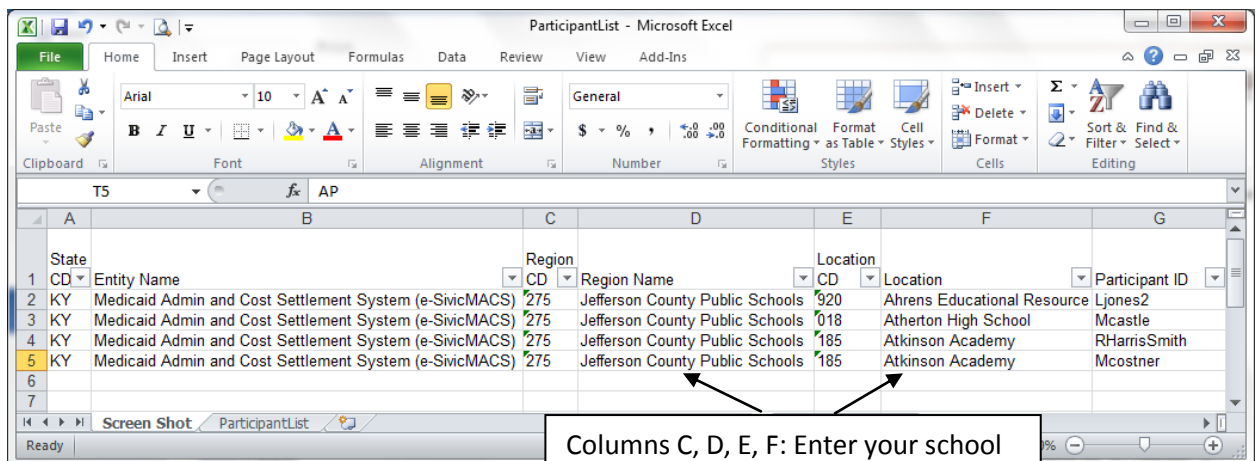
Column	Description/Example	Column & Field in Former System
A – State CD	Insert State Code: KY	New
B – Entity Name	Insert name: Medicaid Admin and Cost Settlement System (e-SivicMACS)	New
C – Region CD	School District Code	New
D – Region Name	School District Name	New
E – Location CD	School Code	New
F – Location	School Name	C -- School
G – Participant ID	Unique ID assigned by SBAC Coordinator for each participant; EXAMPLES (maximum 15 characters long): <ul style="list-style-type: none"> • LJones2 for Laura Jones, where District also has a Lawrence Jones • RHarrisSmithfie for Randy Harris-Smithfield • 00123456 if District prefers to use the Employee ID to match payroll records 	M – Client Participant ID
H – First Name	First Name of participant	E – First_Name
I - -Middle Name	Middle Name of participant (optional field)	F – Middle ¹ Name
J – Last Name	Last Name of participant	D – Last_Name
K – Position CD	Position Code – see table below of SBAC job codes and titles	I – Job Code
L – Position Name	Position Description – see table below of SBAC job titles	J – Job Title
M – Work Schd Code	EXAMPLES: (use only the Work Schedule Code submitted with the LATEST start time and EARLIEST end time for your schools) <ul style="list-style-type: none"> • M-F 8:00AM-3:30PM • M-F 8:30AM-2:00PM 	New
N – Email Address	Email address of participant	G – Email
O – Phone Number	Phone number of participant (optional field)	H – Phone
P – Phone Extension	Phone extension of participant (optional field)	New
Q – Fax	Fax number of participant (optional field)	New

R – Contact1 Email	Email of SBAC Coordinator, who will receive 1 st reminder of non-compliance if participant does not respond within 24 hours and also 2 nd reminder after 48 hours	New
S – Contact2 Email	Email of second person, who will receive reminder of non-compliance if participant does not respond within 48 hours	New
T – Cost Pool CD	Cost Pool Codes: <ul style="list-style-type: none"> DSP = Direct Services Personnel AP – Administrative Personnel 	A – Cost Pool Change from full name to code.

SCREEN SHOTS with Tips:

Download the Participant Listing from the prior system. Transfer the data to the SSG template and then update it for current participants for the October-December 2014 quarter:

Note that Direct Support Staff may be recorded in Code 99 if they work directly for a Participant in the Direct Service Personnel cost pool or in Code 100 if they work directly for a participant in the Administrative Personnel cost pool. Be sure to retain the job description and organizational chart as documentation. The Cost Pool code for Position Code 99 is DSP and for Position Code 100 is AP.



Columns C, D, E, F: Enter your school district name and code as well as the participants' school code and school name.

Scroll to the right and complete the Participants' ID, full name and other fields:

	G	H	I	J	K	L	M	N
1	Participant ID	First Name	Middle Name	Last Name	CD	Position Name	Work Schd Code	E-mail Address
2	Ljones2	Laura		Jones	47	Licensed Occupational Therapist	M-F 09:00AM-02:30PM	laura.jones@jefferson.kyschools.us
3	Mcastle	Marilyn		Castle	8	School Counselors	M-F 09:00AM-02:30PM	marilyn.castle@jefferson.kyschools.us
4	RHarrisSmith	Randy		Harris-Smith	60	ASHA Certified Speech Language Therapist	M-F 09:00AM-02:30PM	randy.harris@jefferson.kyschools.us
5	Mcostner	Mary		Costner	1	Administration	M-F 09:00AM-02:30PM	mary.costner@jefferson.kyschools.us

Columns G, H, I, J, K, L: Assign new Participant ID, enter full name and Position Code and Position Name.

Column M: Enter the Work Schedule Code with LATEST Start time and the EARLIEST End Time for your schools.

	N	O	P	Q	R	S	T	U	V
1	E-mail Address	Phone Number	Phone Extension	Fax	Contact 1 Email	Contact 2 Email	Cost Pool	CD	
2	laura.jones@jefferson.kyschools.us				mary.jones@jefferson.kyschools.us	principal@jefferson.kyschools.us	DSP		
3	marilyn.castle@jefferson.kyschools.us				mary.jones@jefferson.kyschools.us	supervisor@jefferson.kyschools.us	AP		
4	randy.harris@jefferson.kyschools.us				mary.jones@jefferson.kyschools.us	tom.thumb@jefferson.kyschools.us	DSP		
5	mary.costner@jefferson.kyschools.us				mary.jones@jefferson.kyschools.us	tom.thumb@jefferson.kyschools.us	AP		

Columns N, R and S are required fields. Columns O, P and Q are optional.

Column T is the cost pool that matches the participant's position name. See table on next page.

- Save the file with the file name XXXParticipantList, where XXX is your School District's District Code
- Transfer the file by the "Upload File" function to SSG's e-SIVICMACS Master Data between August 25 and September 12.
- Contact kysupport@sivicsolutionsgroup.com with any questions.

SBAC Guide Job Titles for Participant List

Job_Code	Job_Category	Cost Pool
1	Special Education Administrators	AP
6	School Bilingual Assistants	AP
8	School Counselors	AP
9	Diagnostician	AP
20	Program Specialist	AP
21	School Psychologists / Psychologist Interns	AP
22	Pupil Support Technicians / Services Administrators	AP
24	School Social Workers	AP
25	Health Services Special Education Teachers	AP
26	State Licensed Speech Language Therapist (Non-ASHA)	AP
28	Special Education - Support Technicians	AP
30	Licensed Speech Language Therapy Assistants	AP
100	Direct Support Staff - Administrative Personnel Cost Pool	AP
40	Licensed Audiologist	DSP
43	Health Aide	DSP
44	Licensed Professional Clinical Counselors	DSP
46	Licensed Practical Nurse (LPN)	DSP
47	Licensed Occupational Therapist	DSP
48	Certified Occupational Therapy Assistant (COTA)	DSP
49	Orientation and Mobility Specialist	DSP
50	Licensed Physical Therapist	DSP
51	Licensed Physical Therapy Assistant	DSP
57	Licensed Clinical Social Worker	DSP
60	ASHA Certified Speech Language Therapist	DSP
63	Licensed Psychologist	DSP
64	Certified Psychologist	DSP
65	Registered Nurse (RN)	DSP
66	Advanced Registered Nurse Practitioner	DSP
67	Interpreter/Interpreter Assistant	DSP
69	Board Certified Assistant Behavior Analyst	DSP
71	Licensed Professional Clinical Counselor Associate	DSP
72	Physical Therapist Aide	DSP
73	Occupational Therapist Aides	DSP
74	Certified Psychologist with Autonomous Functioning	DSP
75	Licensed Psychological Associate	DSP
76	Licensed School Psychologist	DSP
77	Licensed Social Worker	DSP
78	Certified Social Worker	DSP
79	Respiratory Therapist	DSP
80	Board Certified Behavior Analyst	DSP
81	Licensed Psychological Practitioner	DSP
99	Direct Support Staff - Direct Service Personnel Cost Pool	DSP